

## **COD Web Site User Role Chart**

COD Web Site Functionality	School User Roles						
	1 - Credit Check	2 - View Only	3 - View/ Update	4 - View/ Update CC	5 - Admin	6 – View/ Update CC/ Domestic DLOT	Foreign School User 4 – View/ Update CC
Add and update school contact and address information*					✓		
Add, edit, and delete school messages					✓		✓
Update school processing options					✓		
Create and update awards			✓	✓	✓	✓	✓
Create and update disbursements			✓	✓	✓	✓	✓
Order and Re-request school correspondence			✓	✓	✓	✓	✓
Request Pell Grant Extended Processing/ Administrative Relief			✓	✓	✓	✓	✓
Update school report options for Direct Loan			✓	✓	✓	✓	✓
Request credit check and resubmit credit check request for Direct Loan	✓			✓	✓	✓	✓
Update School Balance Confirmation for Direct Loan			✓	✓	✓	✓	✓
Request Financial Awareness Counseling		✓	✓	✓	✓	✓	✓
Submit PLUS application response requests		✓	✓	✓	✓	✓	✓
Create and modify claims using Claim Processing			✓	✓	✓	✓	✓
Search for & view existing claims using Claim Processing	✓	✓	✓	✓	✓	✓	✓
Create, update, copy & delete R2T4 Institutional Charges Profiles			✓	✓	✓	✓	✓

Search for & view R2T4 Institutional Charges Profiles	✓	✓	✓	✓	✓	✓	✓
Create, update, copy & delete R2T4 School Calendar Profiles			✓	✓	✓	✓	✓
Search for & view R2T4 School Calendar Profiles	✓	✓	✓	✓	✓	✓	✓
Perform R2T4 Calculations	✓	✓	✓	✓	✓	✓	✓
Save R2T4 Calculations			✓	✓	✓	✓	✓
Search for & view existing R2T4 Calculations	✓	✓	✓	✓	✓	✓	✓
Update and delete existing R2T4 Calculations			✓	✓	✓	✓	✓
Generate and export R2T4 reports	✓	✓	✓	✓	✓	✓	✓
Search for, view, and download Program Compliance (PC) documents	✓	✓	✓	✓	✓	✓	✓
Upload PC documents			✓	✓	✓	✓	✓
Search for and view PC document requests	✓	✓	✓	✓	✓	✓	✓
Request PC documents			✓	✓	✓	✓	✓
View and Edit Borrower Defense cases			✓	✓	✓	✓	✓
Upload and download Borrower Defense files			✓	✓	✓	✓	✓
View FISAP information	✓	✓	✓	✓	✓	✓	✓
Edit and Submit FISAP changes			✓	✓	✓	✓	✓
View & download Campus-Based Forms and Waivers	✓	✓	✓	✓	✓	✓	✓
Update & submit Campus-Based Forms and Waivers			✓	✓	✓	✓	✓
Initiate & complete Campus-Based Perkins Liquidation process			✓	✓	✓	✓	✓

\*Schools can **only** update contact information for the Direct Loan Financial Aid Officer and the Pell Grant Financial Aid Officer via the COD Web site. For more information on updating School Contact Information, please refer to the Information for Financial Aid Professionals (IFAP) Web site.